Please review the Guide to Assessing Accommodation Requests for Attendance Flexibility and Deadline Extensions for Instructors to analyze if attendance flexibility and/or deadline extensions are reasonable accommodations for your course. If you determine that either is a reasonable accommodation, SDS encourages the following next steps:

1. Discuss the use of this accommodation(s) with your student to clarify how attendance flexibility/deadline extensions will be implemented in your course.
2. Complete this agreement form in collaboration with the student and maintain a record of the modifications to attendance and deadlines that are applicable.
3. Consult with SDS if you have questions about the use of an accommodation.

Attendance Flexibility and Deadline Extension Accommodation Agreement

Student’s Name: _________________________________         Course: ______________________________
Instructor’s Name: _______________________________          Instructor’s email: _____________________

Section A: Excused Absences/Make-up Participation Points

☐ Check if not applicable to course requirements -OR- if the student is not requesting any modifications.
1. Adjusted maximum # of excused absences without penalty (e.g. standard =3, adjusted = 6) __________
2. Additional details or exceptions to allotment, (e.g., lecture absences allowed, discussion not allowed).

3. Plan for make-up participation points, if applicable (e.g., submit additional blog posts on Canvas.)

Section B: Deadline Extensions for Assignments (problem sets, lab reports, papers, presentations, etc.)

☐ Check if not applicable to course requirements -OR- if the student is not requesting any modifications.
Write your plan for deadline extensions, including how this plan may vary by assignment and how the student must communicate about the extension. Discuss potential grading penalties if work is not submitted by the newly established deadline (e.g., Lab reports are due on Wednesday each week for all students. The adjusted deadline will be Thursday, a one-day extension).

List assignments that are not approved for deadline extensions. ________________________________________

Section C: Make-up Quizzes/Exams:

☐ Check if not applicable to course requirements -OR- if the student is not requesting any modifications.
1. Timeframe for Make-up Quizzes/Exams (select one):
   ☐ Within ________ business days for the original quiz/exam date, or
   ☐ By ________ (specific date).
2. Make-up Quizzes/Exams will be proctored by (select one):
   ☐ The Instructor/TA (specify) _____________________, or
SDS (with prior submission and approval of an Exam Proctoring Request and Alternative Testing Agreement).

By signing below, both the student and instructor have agreed to this plan. The student also agrees to:

1. Only use this plan for disability-related reasons and to maintain prompt and regular communication with the instructor.
2. Contact the instructor and SDS if unable to meet the terms of this agreement.
3. Be responsible for meeting the policies in the course syllabus and the essential requirements of the course.

Student Signature: ____________________________________________   Date: __________________
Instructor Signature: ___________________________________________  Date: __________________

The student must submit a copy of this completed agreement to Student Disability Services (by email or in-person.)